

Town Manager's Office  
Town of Mansfield

# Memo

To: Town Council  
From: Matt Hart, Town Manager  
CC: Town Employees  
Date: August 23, 2010  
Re: Town Manager's Report

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Below please find a report regarding various items of interest to the Town Council, staff and the community:

## Council Requests for Information/Council Business

- *Regional Board of Ethics* – At the last meeting, Councilor Keane asked that this item be included as a business item for one of the September 2010 meetings. To prepare for this discussion, Mayor Paterson and staff have submitted a research request to CCM seeking information on any examples of regional Ethics Boards in Connecticut or the Northeast, and how those boards operate. Our research request to CCM also asks whether the State Ethics Commission in Connecticut provides guidance on model procedures and the recommended composition of ethics boards.

## Budget and Finance

- *Special Town Meeting, Capital Improvement Projects* – Reminder: The Town will hold a special town meeting at 7:00 PM on September 13, 2010 to vote on various equipment acquisitions, capital maintenance items, facility improvements and transportation facility improvements to be funded by the issuance of bonds in the amount of \$263,000. We will hold the special town meeting in the Council Chamber here in the Beck Municipal Building.

## Departmental/Division News

- *Human Services*
  - *Volunteer Transportation Program* – We are still accepting applications for the newly established senior services transportation coordinator position. Staff and representatives from the Mansfield Senior Center Association and the Commission on Aging continue to meet regularly to develop the volunteer driver program. A draft policy manual has been completed for the program, a job description has been finalized and posted for the Coordinator and staff is in the process of reviewing applications for the Coordinator's position. Volunteer driver recruitment also continues, with seven potential volunteer drivers currently identified. The plan is that if a Coordinator cannot be hired quickly existing Senior Center staff will move to implement the program.
- *Town Manager's Office*
  - *Bond Referendum, Direct Mail Piece* – The Town has sent an informational piece to residents regarding the potential upcoming bond referendum on November 2, 2010. We have also included in the mailer information regarding the special town meeting to be held on September 13, 2010. A copy of the mailer is attached.
  - *Town-University Relations* - The Mansfield Town-University Relations Committee met with members of the Windham Town/Gown Committee on August 10, 2010. The objective of the meeting was to share challenges and successes in our respective communities and to explore ways to assist each other through a collaboration of ideas and experience.
  - *UConn MPA Program Regionalism Initiative* – Staff from Windham and Mansfield will be working throughout the academic year with a group of UCONN MPA students on a "capstone project." The capstone project will help identify services, programs, equipment or other opportunities for

partnerships and/or regional efforts between the two municipalities. The goals for establishing a regional collaborative(s) between the two communities would be to improve services, reduce expenditures and to provide municipal services in the most effective, efficient and responsive way possible.

- o *Visit with Amherst Staff on 8/31/10* – A group of Mansfield public safety and code enforcement staff and I will meet with our counterparts from Amherst, Massachusetts next week to discuss various approaches to community-campus relations, and ways to address problematic off-campus behavior.

### **Major Projects and Initiatives**

- *Police Study Update* – The consultants for the police services study will be in town the week of September 20, 2010 and will conduct a number of interviews with key stakeholders. We will schedule sessions with individual council members who wish to share their perspectives with the consulting team.

### **Special Events**

- *Celebrate Mansfield Weekend* – The Mansfield Downtown Partnership is pleased to announce the 2010 Celebrate Mansfield Weekend will be held on Friday, September 10<sup>th</sup> through Sunday, September 12<sup>th</sup>. The Partnership has worked with the Town of Mansfield, the Mansfield Community Center, the League of Women Voters, the Altnaveigh Inn & Restaurant, and Storrs Farmers Market to create a weekend full of fun for the whole community! All of the events on Saturday and Sunday are free and open to the public. Please see the attached flyer for detailed event information.
- *Community Puppet-Building Workshop* - Join the Ballard Institute and Museum of Puppetry and the Mansfield Downtown Partnership in building a piece of Mansfield's history! The Ballard Institute has invited Sara Peattie, Director of Boston's famed Puppeteers Cooperative, to lead a community puppet-building workshop at the Mansfield Community Center. Participants will assist in building special, larger-than-life puppets depicting a piece of Mansfield's history - the thriving silk industry of the late 18<sup>th</sup> and early 19<sup>th</sup> century. The Mansfield Historical Society will give a brief presentation about the local silk industry at the beginning of the workshop on Saturday. Participants will build puppets over a two-day period and then will be invited to perform with them in the Celebrate Mansfield Parade on Sunday, September 12. Following the Parade, the puppets will be on display at the Seventh Annual *Festival on the Green* for the whole community to enjoy. The puppet-building workshop is free and open to residents of all ages: adults, college, high school, and middle school students. Younger children should be accompanied by an adult who will also participate. The workshop will be held Saturday, September 4 and Sunday, September 5 from 9:00 am to 5:00 pm in the Mansfield Community Center, with an optional finishing-up and rehearsal session Saturday, September 11. To register, please contact the Partnership office at 860.429.2740 or [mdp@mansfieldct.org](mailto:mdp@mansfieldct.org). This unique experience is made possible by the Ballard Institute and Museum of Puppetry, the Mansfield Downtown Partnership, the Mansfield Community Center, and the University of Connecticut School of Fine Arts.

### **Upcoming Meetings\***

- Traffic Authority, August 24, 2010, 10:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Sustainability Committee, August 25, 2010, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Regulatory Review Committee, September 1, 2010, 2:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, September 1, 2010, 5:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Ordinance Development and Review Subcommittee, September 2, 2010, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, September 2, 2010, 2:00 PM, Mansfield Downtown Partnership Office
- Ethics Board, September 2, 2010, 4:30 PM, Conference Room B, Audrey P. Beck Municipal Building

- Community Quality of Life Committee, September 2, 2010, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building
- Solid Waste Advisory Committee, September 2, 2010, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, September 7, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Beatification Committee, September 7, 2010, 7:00 PM, Employee Lounge, Audrey P. Beck Municipal Building
- Agriculture Commission, September 7, 2010, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, September 8, 2010, 4:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, September 13, 2010, 5:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Personnel Committee, September 13, 2010, 6:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Town Council, September 13, 2010, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building

*\*Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 429-3302 for a complete and up-to-date listing of committee meetings.*

# Important Issues YOU Need to Know About

PRSTD ST  
US POSTAG  
PAID  
NORWICH, CT  
PERMIT #5

Town Of Mansfield  
4 South Eagleville Road  
Mansfield CT 06268

The Town Council is considering placing two issues on the November 2, 2010 ballot - funding for Open Space and Farmland Preservation and funding for Stone Mill Road and Laurel Lane Bridge Replacements. In an effort to increase community awareness of these important questions - and to hopefully increase voter turnout - this mailer briefly explains each issue and its potential cost to the Town.

If you have any questions about these potential referendum questions, please contact the Town Manager's office at 860-429-3336 or [TownMgr@mansfieldct.org](mailto:TownMgr@mansfieldct.org). More information can also be found online at [www.Mansfieldct.gov](http://www.Mansfieldct.gov).

Questions regarding voter registration and voting location may be directed to the Town Clerk's office at 860-429-3302.

Please note that this mailing is being sent for educational purposes only, as the Mansfield Town Council has not yet voted to send these initiatives to the Town's electors.

*Issues that will impact the  
quality of life in Mansfield in  
a positive way*

# 1

## Funding for Open Space and Farmland Preservation

\$1,040,000

**WHAT HAS THE OPEN SPACE AND FARMLAND PRESERVATION PROGRAM ACCOMPLISHED SO FAR?** Since 1990, Mansfield's land preservation program has purchased 31 open space parcels totaling 1,017.33 acres of land using funds in the Town's Open Space Acquisition Fund. Guided by criteria in the Town's Plan of Conservation and Development, the Town's purchases have served many functions such as protecting public water supplies, preserving farmland and historic features, and protecting native habitats. The program has established and/or expanded public parks and preserves such as Coney Rock Preserve, the Moss Sanctuary, and Mt. Hope Park. Interpretive trail guides for these properties are available on the Town's website. Since 1992, the Town has spent \$2.8 million and received \$461,500 in grants to leverage the fund. The Town works cooperatively with other local groups such as Joshua's Trust, Connecticut Forest and Park Association, and the Last Green Valley National Heritage Corridor.

**WHAT ARE THE BENEFITS OF CONTINUING THE TOWN'S OPEN SPACE AND FARMLAND PRESERVATION PROGRAM?** Maintain the Town's character and quality of life ■ Promote clean water and clear air ■ Preserve productive farmland ■ Provide recreational opportunities and access to natural areas ■ Conserve historical, archaeological, and scenic resources ■ Protect important wildlife habitats and plant communities ■ Enhance Mansfield economic success and potentially reduce future taxes ■ Achieve a balance between land preservation and new development

**HOW DOES THE OPEN SPACE PROGRAM WORK?** Any proposal for the Town to purchase open space is reviewed by Town staff and the Mansfield Open Space Preservation Committee. Properties that are consistent with criteria in the Town's Plan of Conservation and Development are referred to the Town Council. As appropriate, appraisals may be attained, grant assistance may be sought and purchase agreements negotiated. For properties actively being considered, neighboring property owners are notified and a public hearing is held. Subsequently, the Town Council votes on whether to purchase the property. After acquisition, a management plan is approved by the Town Council, and implemented by the Parks and Recreation Department.

**WHAT ARE THE VOTERS BEING ASKED TO APPROVE?** Voters will be asked to approve \$1,040,000 in bonding for future purchases and capital maintenance of open space and farmland. Bonds will only be issued when a suitable parcel is available, a capital maintenance project is needed and only upon approval of the Town Council.

# 2

## Funding for Stone Mill Road and Laurel Lane Bridge Replacements

\$2,735,000 (cost to the Town \$378,000)

**BACKGROUND** The Town has 13 bridges on its 105 miles of roads and has replaced or rehabilitated most of them over the last 30 years. Both the Stone Mill Road Bridge and the Laurel Lane Bridge are eligible for 80% federal bridge grants to replace the bridges with structures that should last over 50 years. Both existing bridges are rated fair to poor, have load restrictions and are at the end of their useful life. Designs for the replacements are essentially complete (also 80% funded) and the new bridges can be constructed in 2011. The Stone Mill Road bridge is adjacent to the Gurleyville Grist Mill at the Fenton River and will consist of twin concrete arches with architectural features to compliment the Grist Mill. The Laurel Lane bridge will be a steel girder/concrete deck structure slightly upstream from the existing bridge, which will be removed.

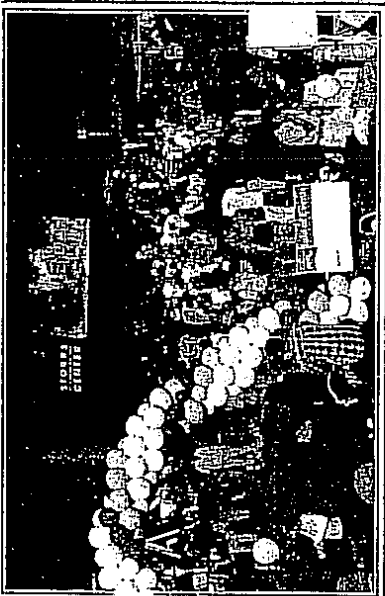
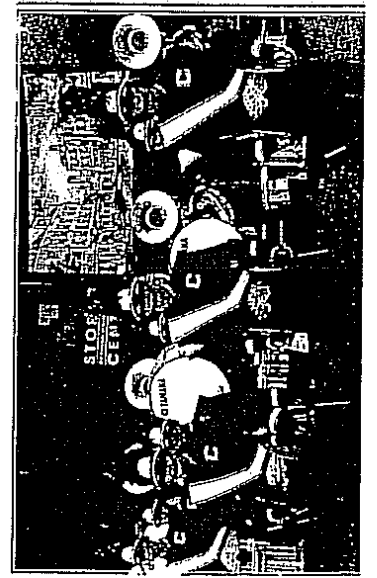
**WHAT ARE THE VOTERS BEING ASKED TO APPROVE?** Voters will be asked to approve \$2,735,000 in bonding - \$378,000 of which will be the Town share and \$2,357,000 of which will be paid for by federal bridge grants.

**NOTE:** The Mansfield School Building Project will not be placed on the referendum ballot at this time. The Town Council continues to study this project.

### SAVE THE DATE!

Mansfield will hold a town meeting on September 13, 2010 at 7:00 PM in the Council Chambers of the Audrey P. Beck Municipal Building to vote on various equipment acquisitions and capital maintenance, Town facilities improvements, and transportation facilities improvements to be funded by the issuance of bonds in the amount of \$263,000.

*The equipment acquisitions and capital maintenance (\$93,000) include:* the refurbishment and chassis changeover of two Ford F-350 trucks, the upgrade of hydraulic rescue equipment and the acquisition of a pickup truck. *The town facility improvement projects (\$40,000) include:* acquisition and installation of ventilation units for the locker room at the Community Center, and Town park improvements including playground equipment, picnic areas, ball fields, trails and facility improvements. *The transportation facility improvements (\$130,000) include:* road drainage capital maintenance, large bridges capital maintenance, and transportation and walkway improvements such as bus stops, walkways and bikeways.



## Mansfield Downtown Partnership

is an independent non-profit organization whose mission is to: Strengthen and revitalize the three commercial areas of Storrs Center, Mansfield Four Corners, and King Hill Road by retaining and improving existing businesses, attracting new business, initiating real estate development and public improvements consistent with physical master plans, holding special events, and advocacy.

## Storrs Center

The Partnership's current focus is the downtown project. Storrs Center will be located across the street from E.O. Smith High School, the Town Hall, and the University of Connecticut. It will offer a lively mix of shops, cafés, office and retail space, and varied residential options.



**Mansfield Downtown Partnership**  
Helping to Build Mansfield's Future

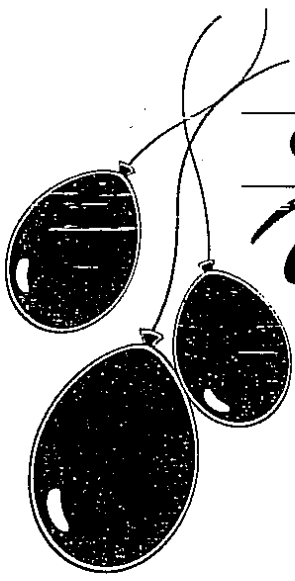
For more information on all of the  
Celebrate Mansfield Weekend events,  
please visit [www.mansfieldct.org/fog.html](http://www.mansfieldct.org/fog.html).

We hope to see you in Storrs Center!

# celebrate

MANSTFIELD WEEKEND

September 10 - 12, 2010



festival on the  
green



Mansfield Downtown Partnership  
Working to Build Mansfield's Future

Mansfield  
Community Center  
Family, Fitness & Fun



LEAGUE OF  
WOMEN VOTERS

# celebrate

MANSFIELD WEEKEND

## Schedule of Weekend Events

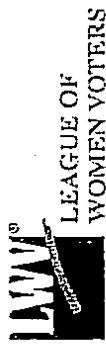
**Friday, September 10**

**Vintage Mansfield**  
4:30 - 6:30 pm  
**Altnaveigh Inn and Restaurant**  
Tickets \$35

Kick off the Celebrate Mansfield Weekend with a wine-tasting hosted by Gail and Douglas Parks, proprietors of the historic Altnaveigh Inn and Restaurant. Enjoy hors d'oeuvres prepared by Mr. Parks while supporting the Festival on the Green.

For more information, please contact the Partnership office: 860.429.2740 or [mdp@mansfieldct.org](mailto:mdp@mansfieldct.org).

**Saturday, September 11**



**24th Annual Know Your Towns Fair**  
10:00 am - 1:00 pm  
**Mansfield Community Center**  
Free and open to the public

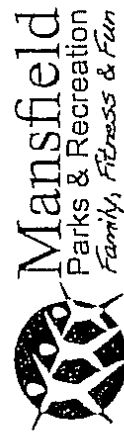
Hosted by the League of Women Voters of Mansfield, the Know Your Towns Fair is a great place for residents - both new and established - to learn more about the many organizations and services in town. For more information, please visit [www.lwvct.org/knowyourtowns](http://www.lwvct.org/knowyourtowns).

**Free Mansfield Day**  
11:00 am - 2:00 pm  
**Mansfield Community Center**  
Free and open to the public

Residents are invited to explore the Mansfield Community Center and its many offerings. From the gym to the pool, the weight room to the teen center, there is something for all ages, interests, and fitness levels at the Mansfield Community Center. Proof of residency may be required.

For more information please contact the Mansfield Community Center: 860.429.3015.

**Saturday, September 11 Continued**



**Explore the Albert E. Moss Sanctuary**  
2:00 pm  
Meet in front of the Mansfield Community Center Presented by the Mansfield Parks and Recreation Dept.  
Free and open to the public  
Join local naturalists Sue and Tom Harrington, for a guided tour through the Albert E. Moss Forest, Wildflower and Wildlife Sanctuary. Enjoy the historic stone dam, Tift Pond, native flora or fauna, and the almost 2 miles of trails winding through this 135-acre village woods. Appropriate for families with children 5 and over.  
For more information, contact the Parks and Rec Dept.: 860.429.3015.



**Music @ the Market**  
3:00 - 6:00 pm  
Mansfield Town Hall parking lot  
Open to the public  
Enjoy the musical talents of Mansfield's own Seldom Heard and pick up the fixings for a great picnic dinner! Storrs Farmers Market offers premium local foods every Saturday from 3:00 - 6:00 pm from May through November.  
For more information, please email [StorrsFarmersMarket@gmail.com](mailto:StorrsFarmersMarket@gmail.com).

## Picnicpalooza!

**All-Town Picnic at E.O. Smith High School**  
5:00 - 7:00 pm  
E.O. Smith High School  
Rain date: September 25  
Free and open to the public  
Bring some friends and some food! Can't bring a picnic? Check out the Farmers Market for some outdoor eats! Flamingo will provide musical entertainment while you picnic with your friends and neighbors. A relaxing and fun evening for all ages!  
For more information, please contact the Town Manager's office: 860.429.3336.

**Sunday, September 12**



**Celebrate Mansfield Parade**  
Noon  
Storrs Road (S. Eagleville to Dog Lane)  
Free and open to the public  
Presented by the Mansfield Downtown Partnership, Inc.  
Mansfield takes to the street to show all that is unique and special about our town. Storrs Road will close to accommodate the Celebrate Mansfield Parade which features marching bands, floats, dancers, police and fire trucks, athletic teams, puppets, old cars, bicyclists, color guards, animals, the traditional "Tykes on Trikes," our local politicians, a special 2010 Grand Marshal, and much, much more! Come early and grab a "seat on the street" to give yourself a front row view of the 2010 Celebrate Mansfield Parade.

For more information, please contact the Partnership office: 860.429.2740 or [mdp@mansfieldct.org](mailto:mdp@mansfieldct.org).



**7th Annual Festival on the Green**  
12:00 - 5:00 pm  
Behind the Storrs Center commercial plazas  
Rain location: Inside E.O. Smith High School  
Free and open to the public  
Presented by the Mansfield Downtown Partnership, Inc.  
Music, food, and fun await you at the Seventh Annual Festival on the Green! Residents and visitors will find a wide variety of activities for all interests, including cooking demos, games, a pie-eating contest, pottery demos, a Juiced Art Show and much more. There will be musical performances by the UConn Marching Band, Kidsville Kuchoo Revue, and David Foster with the Studio All-Stars and special guests Christine Okunan and James Montgomery! Local restaurants will offer a "taste of Mansfield."  
For more information, please contact the Partnership office: 860.429.2740 or [mdp@mansfieldct.org](mailto:mdp@mansfieldct.org).

For more information on all of the Celebrate Mansfield Weekend events please visit [www.mansfieldct.org/celebrate](http://www.mansfieldct.org/celebrate). We hope to see you in September.

Schedule of weekend events

# MEMORANDUM

Town of Mansfield  
Town Manager's Office  
4 So. Eagleville Rd., Mansfield, CT 06268  
860-429-3336  
maria.capriola@mansfieldct.org



To: Matthew Hart, Town Manager

From: Mary Stanton, Town Clerk *Mary*  
Maria Capriola, Assistant to Town Manager *Maria*

Date: August 23, 2010

Re: Public Act 10-17, An Act Concerning Senior Centers and the Freedom of Information Act

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Over the years, we have periodically received requests for the names and addresses of senior center participants. Previously, without the FOI statutes specifically addressing this matter, the FOI Commission encouraged and counseled towns to disclose that information. There has been a recent legislative change to Section 1-210 of the Freedom of Information statutes.

Public Act 10-17, An Act Concerning Senior Centers and the Freedom of Information Act, excludes the disclosure of names, addresses, telephone numbers or e-mail addresses of anyone who is a member of, or enrolled in a program at a senior center that a public agency administers or sponsors. Accordingly, since the Town provides for a senior center both through funding and staff, the Town will no longer disclose participant information.

C: Mansfield Town Council  
Kevin Grunwald  
Cindy Dainton  
Barbara Lavoie  
Senior Center Association, Executive Committee